Workshop Philosophy: A discussion-centered workshop designed to provide constructive feedback on writing samples. The workshop is most useful if everyone is actively engaged in the discussion, even when someone else is providing feedback.

Workshop Design:

* Writers will submit a writing sample for distribution to the group *one week before the workshop.* 
  + It is important to submit the writing sample a week in advance to allow the reviewers time to read and formulate constructive feedback on the submission.
  + Writers are encouraged to submit a short cover letter with their sample in which they can indicate what areas they would specifically like feedback on. This will ensure the writer receives some feedback on their request, however the writer should not expect feedback to only be limited to this area.
  + Reviewers should feel welcome to comment on anything they feel needs improvement.
* The reviewers will read the sample and provide feedback on ways to make the sample clear and concise. A feedback form will be provided to ensure:
  + Feedback that is both positive and constructive is provided.
  + Feedback is provided in a uniform format for ease of use by the author.
* A meeting of the group will take place one week after the submission date to discuss reviewer’s comments
  + Comments will be provided to the writer by each reviewer, starting with the primary reviewer.
  + Each reviewer will start by discussing one point (~5 minutes).
    - Reviewers should briefly mention something positive about the submission, but spend the majority of the time on areas that can be improved.
    - During this time, the author can ask for clarification and other members can contribute to the discussion on that point.
  + Each member of the group takes a turn.
  + Once everyone has had the opportunity to discuss one point, each person will go around again to provide additional feedback they feel could be addressed. This will continue until the end of the workshop.